

RFQ Government Agency Project Template

Try  **smartsheet** for free

RFQ SUMMARY

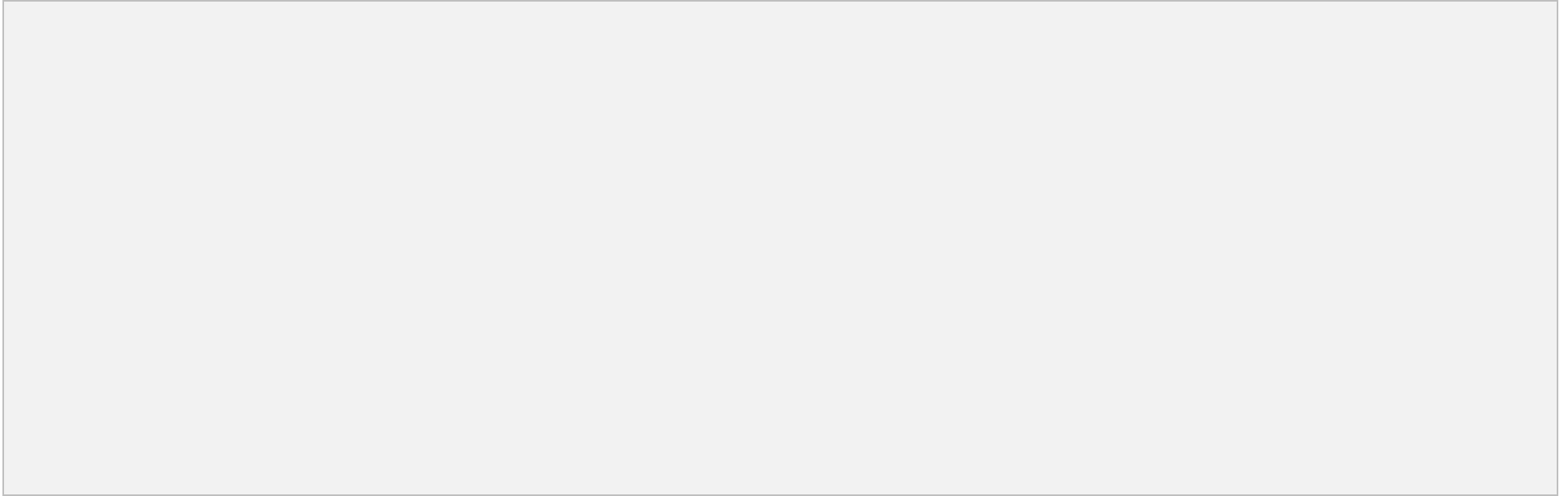
Fields below are to be completed by the Issuing Party only.

AGENCY NAME	
AGENCY ADDRESS	
RFQ RELEASE DATE	
RFQ DUE DATE	
CONTRACTING OFFICER (CO)	
CO CONTACT INFO	
SOLICITATION NO.	

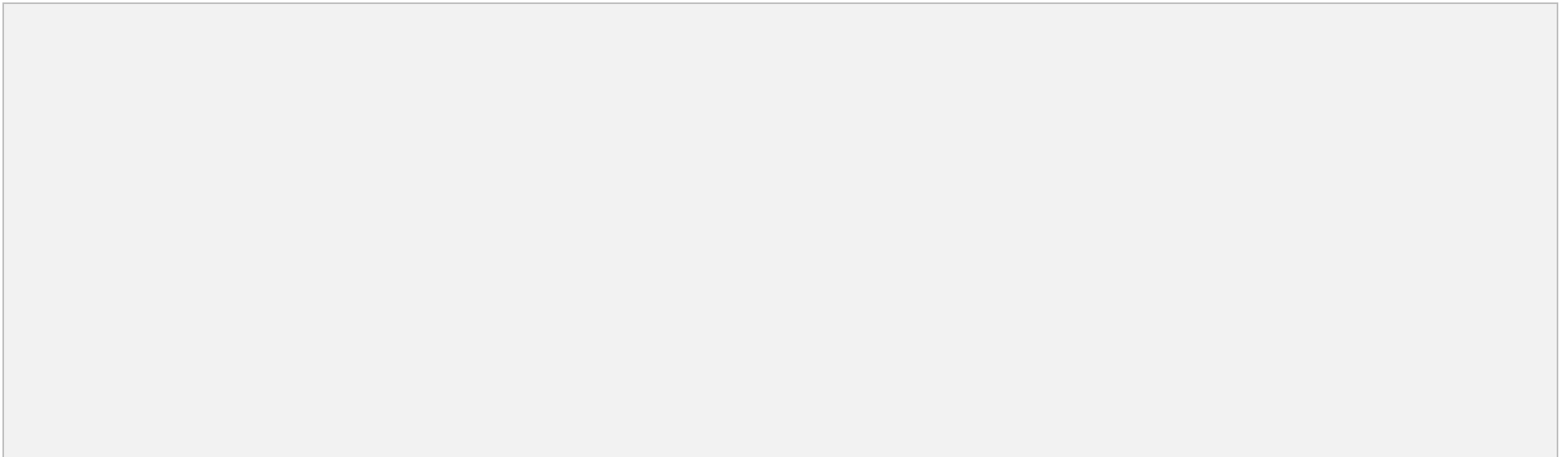
1. INTRODUCTION

2. BACKGROUND

3. GOALS AND OBJECTIVES

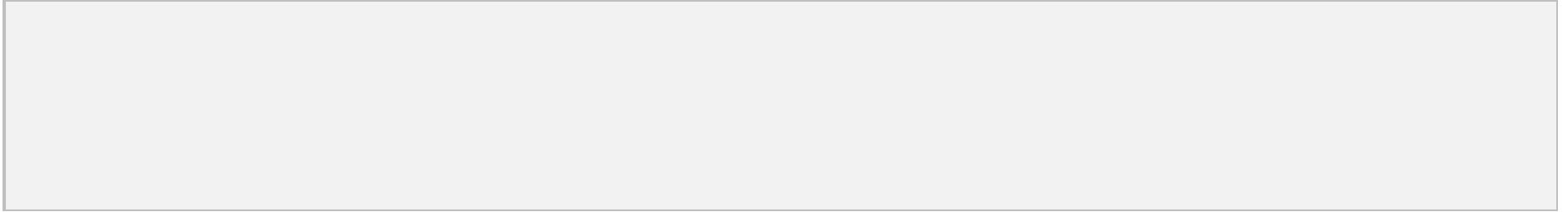
A large, empty rectangular box with a thin black border, intended for the user to write the goals and objectives of the project.

4. SCOPE

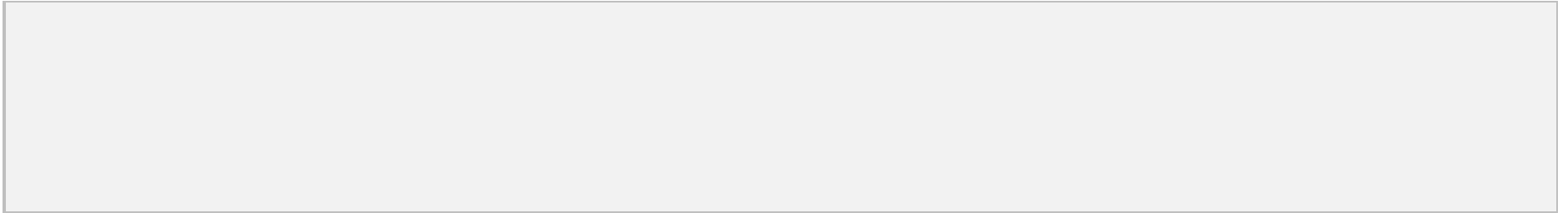
A large, empty rectangular box with a thin black border, intended for the user to define the scope of the project.

5. REQUIREMENTS

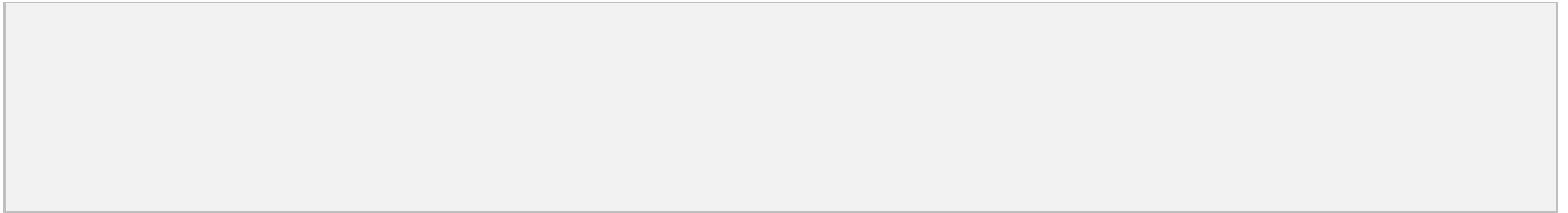
5.1 PRODUCT REQUIREMENTS



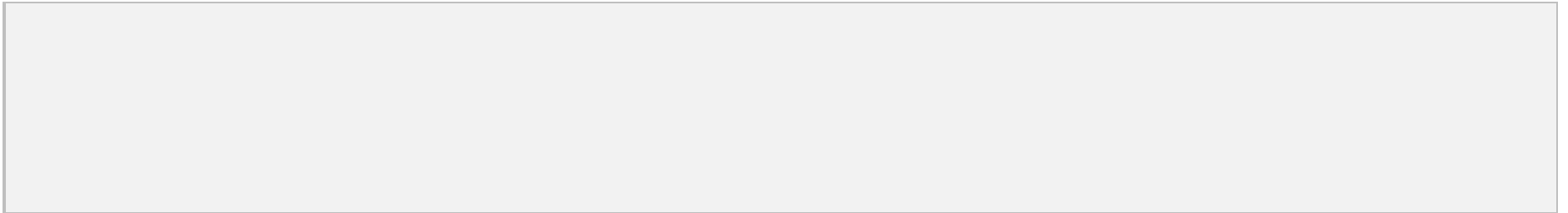
5.2 REQUIREMENTS RELATED TO REGULATORY COMPLIANCE



5.3 VENDOR ADMINISTRATION REQUIREMENTS



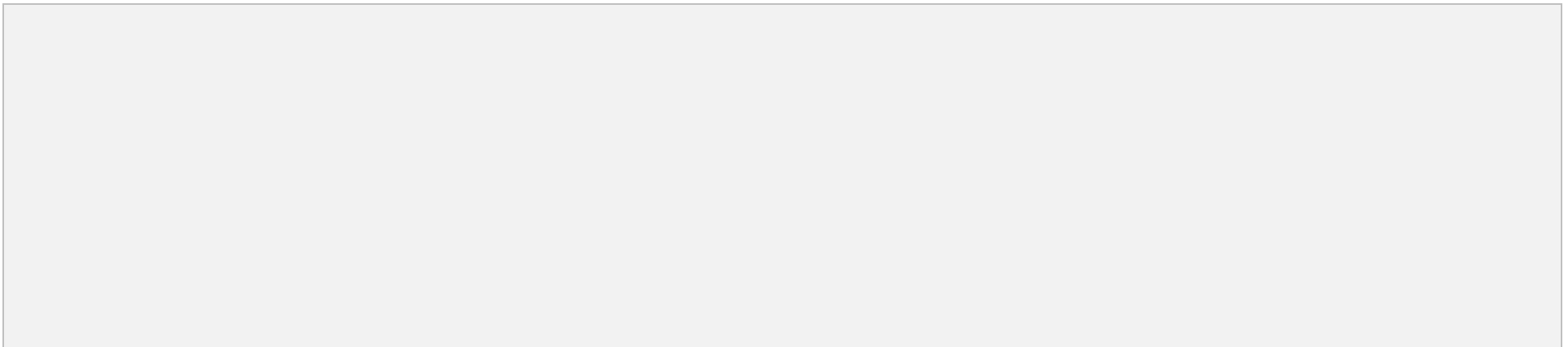
5.4 PROGRAM REQUIREMENTS



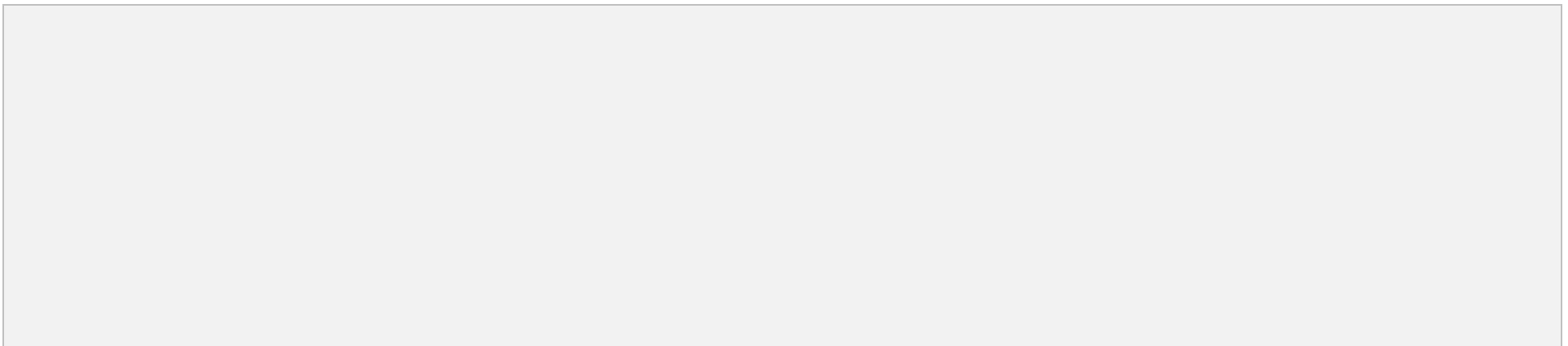
5.5 REPORTING REQUIREMENTS



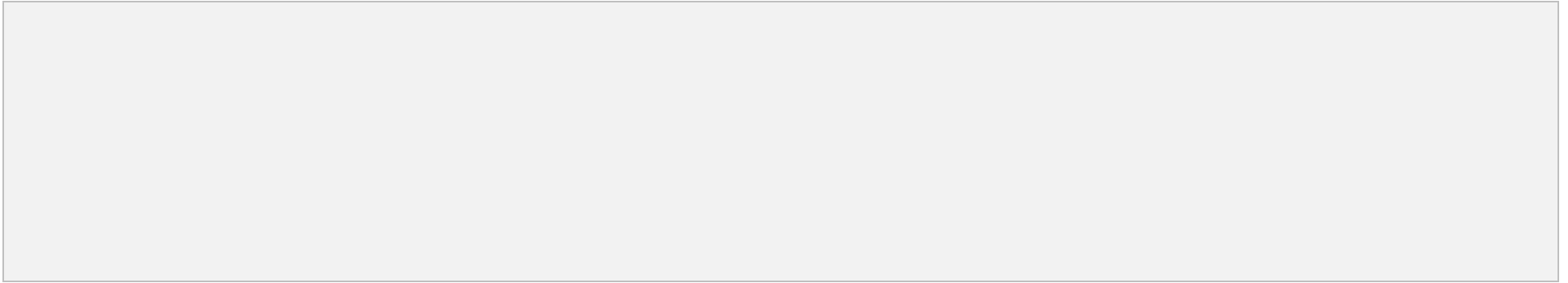
6. TERMS AND CONDITIONS



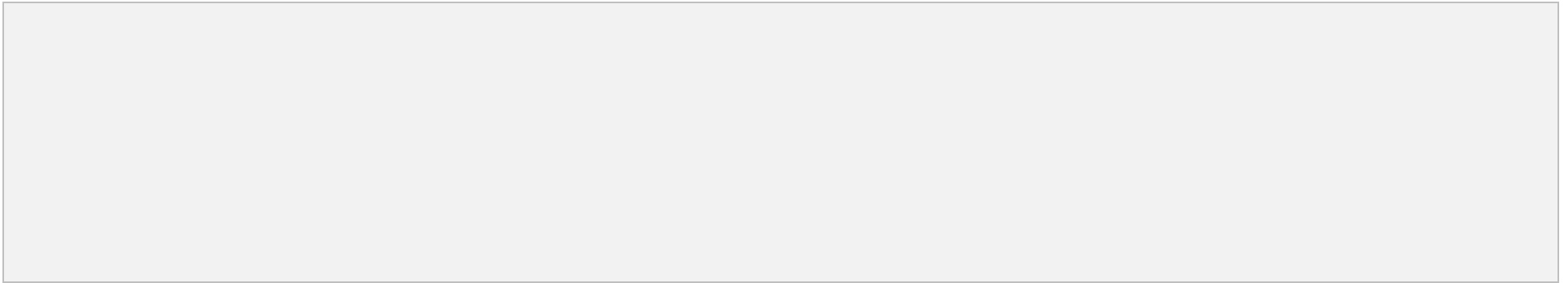
7. GOVERNMENT ADMINISTRATION CONSIDERATIONS AND RESPONSIBILITIES



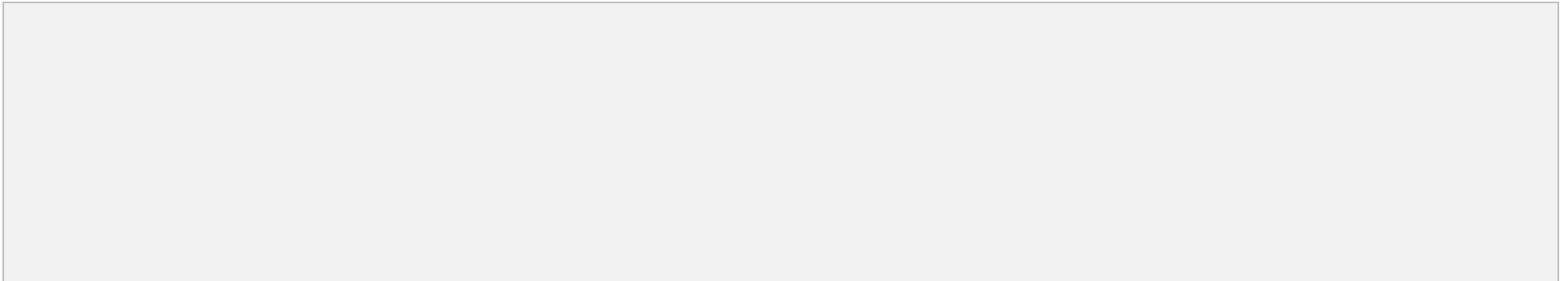
8. METHODOLOGY FOR EVALUATION

A large, empty rectangular box with a thin black border, intended for the user to write the methodology for evaluation.

9. COMPLIANCE CLAUSES

A large, empty rectangular box with a thin black border, intended for the user to write compliance clauses.

10. SUBMITTAL INSTRUCTIONS

A large, empty rectangular box with a thin black border, intended for the user to write submittal instructions.

11. ATTACHMENT INFORMATION

OFFEROR INFORMATION

Fields below are to be completed by the Offeror.

OFFEROR NAME	
POINT OF CONTACT (POC)	
POC EMAIL	
POC PHONE	
QUOTE VALIDITY PERIOD	
TYPE OF FIRM	

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.